

## **FLATHEAD COUNTY FAIR COMMISSION**

### **Meeting minutes from January 12, 2017**

The January 12, 2017 meeting was called to order by Sam Nunnally at 6:30 pm in the 4H Building at the Flathead County Fairgrounds

**Roll call of members:** Sam Nunnally, Doug Wise, Mark Carlson, Wes McAlpin, Pam Holmquist and Butch Woolard were present.

**Staff present:** Mark Campbell

**Guest present:** Sharon Askelson.

**Agenda approval:** Wes moved to approve the agenda. Doug seconded the motion. All members were in favor.

**Previous Meeting Minutes:** Meeting minutes from November 17, 2016 were presented. Butch moved to approve the minutes with amendment of removing the duplication of Michael Moffitt in attendance. Wes seconded the motion. All members were in favor.

**Welcome of Doug Wise:** Sam welcomed Doug to the Fair Commission. Doug shared his background and active involvement in the community. He has done extensive past work in horse race tracks and the entertainment industry. He hopes to help out the Fair and Fairgrounds however needed.

**Public Comment:** Sam called for public comment. No comments were heard.

**Ron Thibert:** Ron was not present.

**Election of 2017 Commission Officers:** Sam opened the floor to nominations for the Chair position. Butch nominated Sam to continue, Mark Carlson seconded the motion. No other nominations were made. Sam asked for nominations of Vice Chair. Butch nominated Wes as Vice Chair, seconded by Doug. Vote called for on Sam and the Chair and Wes as Vice Chair, motion passed with all members in favor.

**Manager's Report:** Mark referred to the Commissioners monthly report and provided an update on current activities. The CDBG project was approved at a level B environmental finding which will be an easier and quicker process. A RFQ process for architectural services will be heard by the Commissioners by end of week. Preparing the 2017 Fair book now with changes and updates being made. The fair entertainment options are starting to wrap up at this time but no answer on our main stage offer. Expecting a decision by tomorrow with discussion held on who the artist would attract. Doug stated the main act creates energy for the fair and the demographics are left to marketing. The economies of performers are becoming more difficult. Snow and ice handling are daily routines. No slips or trips reported at this time. An overview of upcoming events was provided.

A financial report through December was shared. Revenues are at 78.66% and expenses at 70.48%. An early projection of year-end target was discussed. Amy Dexter has been appointed the new Finance Director. Detail by category was covered.

A draft of 2016 Event attendance and facility use was presented. A ratio of revenues generated by attendee was added as a reference point.

The proposed rate schedule for 2017 was distributed with minor changes reflecting small incremental change to keep current with utility costs. Butch was in favor of the small increases rather than waiting longer term and having a major change. Doug recommended a 5-year rate plan, once in place, no need for annual approvals. Mark will bring this forward at the next meeting.

**Committee and Director reports:** Wes reported that an Ag Chamber meeting will be held next week with all stake holders expected. Topic is developing a process and protocol for consideration of changes. Explanation of the process was provided to Doug for background purposes.

No further reports.

**Old Business:** With the proposed ADA projects, Mark presented three different options for placement of the food location adjacent to the restrooms. The need to finalize a direction at this time is important, allowing for the process to move forward. Mark explained each of the three options (A,B,C) with benefits and drawbacks of each. Discussion about different elements of each design was held. Location of the stage was left to be resolved at a later point. Storage for stage related items needs to be considered in some fashion. Doug asked about the status of the other food buildings. Options for long-term is being considered with this being only a first step. Mark Carlson moved to pursue option A. Butch seconded the motion with a notation from Sam to provide power to the final stage location within the plan. Motion called with all in favor.

Mark asked for support in reviewing the upcoming Capital Improvement Plan budget due on February 10<sup>th</sup>, only one day after the next meeting. A quick overview of the next three years projects and priorities was provided. Doug asked for clarification about the RV Lot plans and if an operator of the area had been considered. Pam responded that would be a private sector role in our community, not government. Sam, Butch, and Pam are willing to help review this in advance.

**New Business:** No new business was presented.

No further new business was presented.

**Adjournment:** Wes McAlpin moved to adjourn the meeting at 7:54 pm, seconded by Doug, all were in favor.

Submitted by: mc  
Approved as submitted:

  
Chair

2-9-17  
Date